

## Definitions:

**Fully utilized:** The site and improvements are in full use, all property is essential for accomplishment of the mission of the agency. No portion of the site could be disposed of without detrimental effect on program accomplishment.

**Underutilized:** The site and improvements are only partially used for program purposes. A definable portion of the site and/or improvements could be utilized by others or disposed of without detrimental effect on program accomplishment. Show amount of land or improvements considered underutilized.

**Not utilized:** The site and/or improvements are not in full use by the owning agency or use is so minimal that the site could be used by others or excessed. What action has been taken to excess or improve use of site?

**Not put to optimum use:** The site and/or improvements are utilized in some degree, but there are potential uses which would be of greater value in terms of program accomplishment, income from sale, etc.

## § 101-47.801 Standards.

Each executive agency shall use the following standards in identifying unneeded Federal property.

(a) *Definitions.* (1) *Not utilized.* "Not utilized" means an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

(2) *Underutilized.* "Underutilized" means an entire property or portion thereof, with or without improvements:

(i) Which is used only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency; or

(ii) Which is used for current program purposes that can be satisfied with only one portion of the property.

(3) *Not being put to optimum use.* "Not being put to optimum use" means an entire property or portion thereof, with or without improvements, which:

(i) Even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose; or

(ii) The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale.

(b) *Guidelines.* The following general guidelines shall be considered by each executive agency in its annual review (see § 101-47.802):

(1) Is the property being put to its highest and best use?

(i) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors;

(ii) Is present use compatible with State, regional, or local development plans and programs?

(iii) Consider whether Federal use of the property would be justified if an equivalent commercial rental

charge for its use was added to the program costs for the function it is serving.

(2) Are operating and maintenance costs excessive?

(3) Will contemplated program changes alter property requirement?

(4) Is all of the property absolutely essential for program requirements?

(5) Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

(6) Are buffer zones kept to an absolute minimum?

(7) Is the present property inadequate to serve contemplated future programs?

(8) Can net savings be realized through relocation considering property values or rentals, cost of moving, occupancy, and increased efficiency of operations?

(9) Have developments on adjoining nonfederally owned land or public access or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?

(10) If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing or can it provide the necessary housing and other related services, thereby enabling the government-owned housing area to be released?

(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property if it is released?

(12) Is a portion of any property being retained primarily because the present boundaries are marked by the existence fences, hedges, roads, and utility systems?

(13) Is any land being retained merely because it is considered undesirable property due to topographical features or to encumbrances for rights-of-way or because it is believed to be not disposable?

(14) Is land being retained merely because it is landlocked?

(15) Is there land or space in Government-owned buildings which can be made available for utilization by others within or outside Government on a temporary basis?